

RFQ NOTIFICATION SHEET
Office of Contracts and Rate Setting

State of Michigan
Department of Human Services

Notice of a request for quotations or a request for proposals is hereby given Pursuant to Act No. 124 of the Public Acts of 1999.

Amount:	ITB Number
\$100,000 per year (\$300,000 total)	DHS RC__0746030

Bid Description:

Provide the following services to female delinquent State wards at the Adrian Training School, Adrian, Michigan:

- 1. Vocational/Work Readiness Assessments**
- 2. Job Readiness/Work Component, at Contractor's Sheltered Workshop, three hours per day, three days per week.**
- 3. Job Readiness/Work Component, at Contractor's Sheltered Workshop, six hours per day, three days per week.**
- 4. Trial Work Experience/Community Based and job coaching.**

Due Date For Response:

10/20/06

Contact Person Name:

David Bauman

Phone #:

(517) 264-1219

E-Mail Address:

baumand@michigan.gov

REQUEST FOR QUOTE
Michigan Department of Human Services

Contract/RFQ Number: **RC0746030**

Bid Submission Due Date & Time: **10/20/06 by 3:00 pm**

Geographic Area to be Served: **Lenawee County**

Service Titles: **Work Readiness Evaluation**

Job Readiness/Work Component at Contractor's Sheltered Workshop

Trial Work Experience/Community Based

Anticipated Contract Begin and End Dates: **12/01/2006 thru 09/30/2009**

Method of Reimbursement: Actual Cost **X** Unit Rate

Maximum Annual Contact Amount: \$ **100,000** per year (prorated for 1st year)

Issuing Office: Department of Human Services **Adrian Training School**

Contact Person: **David Bauman**

Telephone #: **517-264-1219** Fax #: **517-263-6290**

Email Address: **baumand@michigan.gov**

Pre-proposal Conference: (Date, time, location) **10/2/06, 2:00 pm, Adrian Training School**
(Please notify the contact person above if you plan on attending)

Bidder Questions Due Date & Time: **10/2/06 2:00 pm**

Submit 5 copies of the bid response and two (2) copies of the budget document, in a separate sealed envelope, to this address:

Adrian Training School		
DHS Office		
2300 N. Adrian Hwy., PO Box 218		
Street Address		
Adrian	MI	49221
City	State	Zip

The bidder must submit all inquiries regarding content via e-mail or surface mail. Bid responses must be submitted in person or via surface mail. Neither fax nor e-mail transmission of bid responses will be considered for award. If DHS believes that clarification of its initial material is necessary, information will be posted to the DHS RFQ web site. Likewise, if DHS determines it is necessary to revise any part of this RFQ, addenda informing will be posted to the DHS RFQ web site.

Bid responses that exceed the maximum annual dollar amount indicated for the RFQ will not be considered for award. The contract amount for subsequent years will be dependent on DHS’ availability of funds and service needs. The established price per unit of service will be in effect for the entire period of the contract.

To be considered, bid responses must arrive at the Issuing Office on or before the date specified above. Bidders mailing bid responses should allow normal delivery time to ensure timely receipt of their bid responses.

Awards made as a result of this RFQ will require execution of a contract with DHS. The contract will contain standard non-negotiable General Provisions. A copy of the General Provisions is available upon request.

Rating

All bid responses will be evaluated on the basis of rating criteria identified in the RFQ. Contracts will be awarded using a two-step process linking price and quality. The most recent audit of each bidder may be reviewed by DHS, at its discretion, to determine the bidder’s fiscal viability. DHS may eliminate from the rating process any bidders that fail to pass this review. If the bidder has provided contractual services to DHS previously, DHS may consider reviewing monitoring and/or outcome information related to prior contracts.

Authority: P.A. 2080 of 1939. Completion: Mandatory. Penalty: Contract Invalid	Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.
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BIDDER OVERVIEW

This Request for Quote (RFQ) package contains the following elements:

1. Cover Sheet
2. Description of Services for Bid
3. Rating Criteria
4. Request for Quote Policy
5. Bidder Information and Instructions
6. Bidder Response Section
7. Cost Quotation
8. Budget Completion Instructions

Description of Services for Bid

I. CONTRACTOR RESPONSIBILITIES

A. Geographic Area

The Contractor shall provide services described herein in the following geographic area: Lenawee County.

B. Location of Facilities

The Contractor shall provide services described herein in facilities located at:

To be determined; the location of the sheltered workshop can be located no more than twenty (20) from the campus of the Adrian Training School, 2300 N. Adrian Hwy., Adrian, MI 49221

C. Client Eligibility Criteria

1. State female wards, ages 16 – 21, in custody at the Adrian Training School, a DHS operated residential program for felony level crimes committed in the community.

The residents referred to the successful bidder for services shall be those who:

- a. Have been recommended by the Program Manager and Treatment staff and are in need of an employment experience in a sheltered setting or in the community.
- b. Will be released from the Adrian Training School and returning to the community within eight (8) months.
- c. Have been de-escalated by the court and have Court and Juvenile Justice Specialist (JJS) permission to participate in “off campus” employment prior to returning to the community.

2. Determination of Eligibility

The Adrian Treatment Team staff will determine eligibility.

D. Services to be Delivered

Service #1 of 3: **WORK READINESS EVALUATION**

1. Activities the Contractor shall perform:

The Contractor shall:

- a. Determine qualified professional to conduct assessment. A Qualified professional will hold a bachelors degree in human services or related field and have experience working with persons having developmental disabilities.
- b. Conduct a pre-vocational assessment that shall include VALPAR Pro 3000, Perceptual Memory Task, Interest Inventories, Microcomputer Evaluation of Careers and Academic (MECA), Woodcock-Johnson Tests of Achievement or their equivalents.
- c. Conduct an assessment conference with the youth and the youth's representative from Adrian Training School (ATS) to discuss results of the assessment and recommendations for employment placement.
- d. Submit a written recommendation of the assessment results to the referring treatment team at ATS prior to the individual being placed in employment.
- e. Attend treatment team and or clinical rounds on individual youth as requested by Adrian Training School (ATS) to discuss progress, limitations, and or concerns of the youth as they relate to the youth's employment.
- f. Bidder must be available to provide this service during normal business hours (8:00 a.m. – 5:00 p.m.)

2. Volume of Service

Clients - The estimated number of eligible clients to be served during the period of this Agreement shall be: 25

3. Unit Definition(s): One unit equals a completed battery of vocational interest and aptitude assessments for each youth.

4. Number of Units: 25

5. Reporting Requirements:

- a. Monthly summary report that indicates the number of assessments conducted and an overview of each youth's assessment.
- b. A copy of each youth's assessment to be placed in youth's official file.
- c. All other reports and documentation as required by Federal, State of Michigan, DHS, or Michigan Consumer and Industry Services, statutes, rules, policies and regulations for child Caring institutions relating to the care of juvenile offenders.

6. Outcomes:

- a. 90% of all youth referred for assessments by the Agency shall complete their assessments.
- b. 100% of all written reports required as a result of a youth having undergone an assessment shall be submitted to the Agency prior to the youth beginning employment.

Service #2 of 3: **Job Readiness/Work Component, at Contractor's Sheltered Workshop ½ day (4hrs) 3 days per week.**

1. Activities the Contractor shall perform:

- a. Oversee the placement of individual youth in a sheltered workshop experience at contractor's location.
- b. Supervise the youth's daily work experience.
- c. Give youth written and verbal instructions in the performance of their daily work requirements.
- d. Maintain visual contact with the youth during work and until youth has been picked up by an ATS employee for return to ATS campus.
- e. Notify ATS immediately should the youth be AWOL (absent without leave) from his/her workstation or receives a work related injury.
- f. Attend treatment team and or clinical rounds on individual youth as requested by Adrian Training School (ATS) to discuss progress, limitations, and or concerns of the youth as they relate to the youth's employment.
- g. Pay youth for each hour worked the current State of Michigan Minimum Wage rate of \$6.95 from December 1, 2006 through June 30, 2007; \$7.15 from July 1, 2007 through June 30, 2008; \$7.40 from July 1, 2008

through September 30, 2009. 60 minutes of work by Youth equals one (1) hr. at the State of Michigan Minimum Wage rate of \$6.95 from December 1, 2006 through June 30, 2007; \$7.15 from July 1, 2007 through June 30, 2008; \$7.40 from July 1, 2008 through September 30, 2009 for up to 9 Hours per week

- h. Provide youth and ATS staff with a Weekly Work Habits Check List that includes but is not limited to work behaviors, work habits, and overall adjustment to the work environment.
- i. Bidder must be available to provide this service during normal business hours (8:00 a.m. – 5:00 p.m.).

2. Volume of Service

- a. Clients - The estimated number of eligible, unduplicated clients to be served during the period of this Agreement shall be: 50

3. Unit Definition(s):

- 1) One unit equals one hour of Contractors supervision cost for Job Readiness/ Work Component Sheltered Workshop per client.
- 2) One unit equals one hour work by youth at the State of Michigan Minimum Wage rate of \$6.95 from December 1, 2006 through June 30, 2007; \$7.15 from July 1, 2007 through June 30, 2008; \$7.40 from July 1, 2008 through September 30, 2009.

4. Number of Units: 2,500

5. Reporting Requirements:

- a. A weekly summary of youth(s) adjustment to include, but not limited to, behavior, attitudes, and compliance with work rules and procedures at sheltered workshop site.
- b. All other reports and documentation as required by Federal, State of Michigan DHS, or Michigan Consumer and Industry Services, statutes, rules, policies and regulations for Child Caring institutions relating to the care of juvenile offender.

6. Outcomes:

- a. 80% of the youth assessed as being qualified candidates for the Job Readiness Work component shall successfully adapt to the conditions of employment, as exercised by the vendor, and shall complete at least four weeks of work in the sheltered workshop environment.
- b. The vendor shall notify ATS immediately 100% of the time should a youth be AWOL (absent without leave) from his/her workstation or receive a work related injury.

Service #3 of3: Trial Work Experience/Community Based

1. Activities the Contractor shall perform:

- a. Provide every youth placed in community employment with a job coach. Community employment includes ATS campus.
- b. The job coach shall provide one-on-one (1:1) supervision of the youth during employment hours. The number of hours of one-on-one supervision will be determined by ATS treatment staff and based on the youth's individual needs.
- c. Insure that youth receive and understand the requirements for their employment and the tasks to be undertaken during working hours on a daily basis.
- d. Maintain visual contact with the youth during work hours and until youth has been picked up by ATS employee for return to ATS campus. When one-on-one supervision is determined to be unnecessary, the job coach shall check on youth at least two times during each work shift.
- e. Notify Adrian Training School (ATS) immediately should the youth be AWOL (absent without leave) or receives a work related injury.
- f. Attend treatment team and or clinical rounds on individual youth as requested by Adrian Training School (ATS) to discuss progress, limitations, and or concerns as they relate to the youth's employment.
- g. Pay youth for each hour worked the State of Michigan Minimum Wage rate of \$6.95 from December 1, 2006 through June 30, 2007; \$7.15 from July 1, 2007 through June 30, 2008; \$7.40 from July 1, 2008 through September 30, 2009. 60 minutes of work by Youth equals one (1) hour at the State of Michigan Minimum Wage rate.

- h. Youth's work schedule shall be established in conjunction with the ATS Treatment staff and in accordance with the youth's treatment/educational plan as well as the employers needs.
- i. Bidder must be available to provide this service during normal business hours (8:00 a.m. – 5:00 p.m.).

2. Volume of Service

- a. Clients – The estimated number of eligible, unduplicated clients to be served during the period of this Agreement shall be: 50
- b. Unit Definition(s):
 - 1.) One unit equals one hour of Contractor's supervision cost for Trial Work Experience Community-Based Supervision per client.
 - 2.) One unit equals one hour work by youth at the State of Michigan Minimum Wage rate of \$6.95 from December 1, 2006 through June 30, 2007; \$7.15 from July 1, 2007 through June 30, 2008; \$7.40 from July 1, 2008 through September 30, 2009.

3. Reporting Requirements:

- a. A weekly summary of youth(s) adjustment to include, but not limited to, behavior, attitudes, and compliance with work rules and procedures at work site.
- b. All other reports and documentation as required by Federal, State of Michigan DHS, or Michigan Consumer and Industry Services, statutes, rules, policies and regulations for Child Caring Institutions relating to the care of juveniles.

4. Outcomes:

- a. 80% of the youth assessed as being qualified candidates for the Trial Work Experience component shall successfully adapt to the conditions of employment, as exercised by the vendor, and shall complete at least four weeks of work in a community based (which shall include the ATS campus) setting.
- b. The vendor shall notify ATS immediately 100% of the time should a youth be AWOL (absent without leave) from his/her workstation or receive a work related injury.

REQUEST FOR QUOTE - RATING CRITERIA

Request for Quote (RFQ) proposals will be rated by a Rating Committee according to the following criteria:

I. Bidder's Experience/Qualifications

(Maximum points 30)

A. Agency

1. Has bidder ever performed similar services for DHS or another purchaser?

Considerations:

- How recently were services provided and for what duration?
2. To what degree is experience with other similar services relevant to the service(s) being bid?
 3. Does the bidder demonstrate successful collaborate working relationships with other relevant community systems and have documented increased outcomes for clients:

B. Staff

1. Do the position descriptions for direct services staff persons require experience in this or related services?

Considerations:

- . Length of experience
 - . Similarity of experience to services to be required
2. Does the supervisory staff, who will provide supervision and oversight of direct-care staff, have previous work experience in this or related services?

Considerations:

- . Length of experience
 - . Similarity of experience to services to be required.
 - . Is supervisory staff required to have an appropriate level of direct care experience?
3. Does the administrative staff who will provide administrative oversight have experience in this or a related service?

Considerations:

- . Length of experience
 - . Similarity of experience to services to be required
 - . Does the bidder have management and administrative support personnel adequate to produce a satisfactory level of performance?
 - . Will the service provided correspond to DHS' needs?
 - . Does current administrative staff have previous work experience in directly providing these similar services?
 - . Does current administrative staff have appropriate previous work experience in human service administration?
4. Do the staff for whom resumes are provided demonstrate the appropriate level of capability for providing identified services?

C. Education

1. Are educational requirements appropriate for each of the following types of staff?
- . Length of experience
 - . Supervisory
 - . Administrative

D. Performance

1. If this or similar services were provided to DHS previously:
 - . Were the terms of the agreement fulfilled satisfactorily?
 - . Was DHS satisfied with the quality of services provided?
 - . If not, did the bidder submit and implement appropriately corrective action plan?
2. If these or similar services were provided to other purchasers:
 - . Were the purchasers satisfied with the services provided?
 - . Were the services monitored by the purchasing agency?
 - . If yes, were monitoring reports satisfactory?

II. Program Implementation (Work Plan)

(Maximum points 30)

A. Service Delivery

1. Are step-by-step procedures described in detail? Do they demonstrate ability to fully implement the program?
2. Does the bidder demonstrate ability to provide services to a diverse client population?
3. Is the bidder's plan for accommodating client barriers to accessing services adequate?
4. Does the bid response adequately describe how the bidder will engage eligible clients and encourage a high level of participation?
5. Is the bidder assessment process relevant for program eligibility and intent
 - . Strength based; solution focused
 - . Client centered
 - . Timely after referral
6. Does the bidder have an acceptable plan in place to assure that it will begin on the identified date?
7. Does the bidder demonstrate the ability to coordinate services with other agencies for clients served by multiple systems?

B. Staffing

1. Does the proposed organizational chart describe appropriate lines of supervision and authority to assure efficient delivery of service and contract compliance?
2. Does bid response include adequate descriptions of roles for executive/administrative staff, management/supervisory staff, direct-care-staff, and other supportive personnel?
3. Does the bidder identify an adequate plan to assure an appropriate level of staff screening?
4. Does the bidder have an acceptable turnover rate for direct care staff?
5. Does the bidder have an acceptable plan in place to address continuation of service when staff turnover occurs?

C. Support Activities

1. Is the facility large enough to meet the demand for services in the geographic service area?
2. Does the bidder identify an adequate plan to assure an appropriate level of client confidentiality?
3. Does the bidder identify an adequate plan to assure an appropriate level of security for clients?
4. Does the bidder identify an adequate plan to assure an appropriate level of security for the public?
5. Is the location of the bidder's sheltered workshop located no more than 20 miles from the campus of the Adrian Training School?

III. Outcomes

(Maximum points 10)

- A. Were behavioral outcomes of services provided to DHS or other purchasers satisfactory?
- B. Was the bidder able to demonstrate ability to establish and achieve participation goals? For what percentage of ATS youth served were goals achieved?

IV. Fiscal Resource Allocation

(Maximum points 10)

- A. Does bid response demonstrate that the bidder's resources can provide a consistent capacity to sustain an adequate level of service throughout life of the agreement (including staffing, communication resources, and the described facility [both location and size])?
- B. Is supervisory and administrative support adequate with respect to appropriately
 - . Consultation
 - . Back-up
 - . Span of control
- C. Are the number of direct-care staffing hours adequate to deliver the level of needed service, as identified in both the fiscal and Narrative portions of the bid response?
- D. Are the resources (budgeted details such as salaries, occupancy, communication, supplies & equipment, transportation, contracted services, and miscellaneous) reasonable to accomplish the bidder's work plan, and reasonably adequate to provide a consistent level of service throughout the life of the agreement.
- E. Are the resources identified in the narrative portion of the proposal consistent with those in the budget?
- F. Is the quantity of resources appropriate and reasonable for the level of proposed services? Do they match?
- G. Has the bidder identified other funding and/or donated or non-cash resources to support services and use the funding efficiently?
- H. Does the bid response include unallowable costs that will impact the ability of the bidder to implement the work plan?
- I. If the bidder provides in-kind, do they demonstrate a dependable, consistent source of in-kind funding?

V. Availability/Accessibility

(Maximum points 20)

- A. Is the bidder able to provide services in accordance with ATS daily schedule, , generally Monday through Friday 8AM to 5PM.
- B. Is the bidder's location accessible to Adrian Training School? Is the location and travel distance indicated? Are number of miles stated?
- C. Are the bidder's facilities and services easily accessible to clients with disabilities?
- D. Is the bidder's plan for addressing client language barriers feasible and appropriate?
- E. Does the bidder have an appropriate plan for serving clients with physical disabilities?

Price Competition

Competitiveness in pricing will be determined using a formula that will divide the lowest bid price (from that region) by the bidder's price, and then multiply that by the bidder's initial score, determined through the above rating criteria.

REQUEST FOR QUOTE POLICY

General Information

This Request for Quote (RFQ) provides interested bidders with sufficient information to prepare and submit proposals for consideration by the Department of Human Services.

1. Contract Award

Contract award negotiations will be undertaken with those Contractors whose bid responses, as to price and other factors, show them to be qualified, responsible, and capable of performing the work.

The contract entered into will be that contract most advantageous to DHS, price and other factors considered. DHS reserves the right to consider bid responses or modifications thereof received at any time before award is made, if such action is in the best interest of DHS.

If a contract is awarded, the selected bidder will be required to comply with standard, non-negotiable General Provisions, which will be a part of the contract.

2. Rejection of Bid Responses

DHS reserves the right to reject any and all proposals received as a result of this RFQ, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of DHS. This RFQ is made for information or planning purposes only. DHS does not intend to award a contract solely on the basis of any response made to this request or otherwise pay for the information solicited or obtained.

3. Incurring Costs

The State of Michigan is not liable for any cost incurred by the Contractors prior to issuance of a contract.

4. Inquiries

Questions regarding content of this RFQ must be submitted in writing to the Issuing Office. All questions must be submitted on or before the date specified on the cover sheet.

5. Amendment to the RFQ

In the event it becomes necessary to revise any part of this RFQ, addenda will be posted to this website.

6. Response Date

To be considered, bid response must arrive at the Issuing Office on or before the date and time specified in the cover sheet. Bidders mailing responses should allow normal delivery time to ensure timely receipt of their bid responses.

7. Bid Response

To be considered, bidders must submit a complete response to this RFQ, using the exclusively the format provided in the "Bidder Response to DHS". Bid Responses must be signed by an official authorized to bind the bidder to its provisions. The bid response must remain valid for at least 90 days.

8. Acceptance of Bid Response Content

The contents of the bid response of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

9. Economy of Preparation

Bid Responses should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFQ.

10. Prime Contractor Responsibilities

The selected Contractor will be held accountable for all services offered in the bid response. Further, the State will consider the selected Contractor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

11. News Releases

News releases pertaining to this RFQ on the service, study, or project to which it relates will not be made without prior State approval, and then only in coordination with the Issuing Office.

12. Disclosure of Proposal Contents

Bid Responses are subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442).

13. Independent Price Determination

- a. By submission of a bid response, the bidder certifies:
 - 1) The prices of the bid response have been arrived at independently without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
 - 2) Unless otherwise required by law, the price quotation in the bid response has not and will not be knowingly disclosed by the bidder to any potential bidder;
 - 3) No attempt has been made or will be made by the bidder to induce any other person or agency to submit or not to submit a bid response for the purpose of restricting competition;
 - 4) The price quoted is not higher than that given to the general public for the same service.
- b. Each person signing the bid response certifies that:
 - 1) She/he is the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the bid response, and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above; or
 - 2) She/he is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered in the bid response, but that she/he has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to a. 1, through 4 above, and as their agent does hereby so certify; and that she/he has not participated, and will not participate in any action contrary to a. 1 through 4 above.
- c. A bid response will not be considered for award if the bidder is found to be noncompliant with any part of section 13 unless the bidder furnishes with the bid response a signed statement which sets forth in detail the circumstance of the disclosure and the Issuing Office determines that such disclosure was not made for the purpose of restricting competition.

BIDDER INFORMATION

1. To receive reimbursement from the State of Michigan, a Contractor must be registered as a vendor on the Michigan Accounting and Information Network (MAIN)

To register on MAIN:

- Click on <http://www.cpexpress.state.mi.us/>
 - Follow directions.
2. **Proof of public liability insurance** must be provided to DHS prior to the time the contract is executed (issued).
 3. If portions of the services are being subcontracted, the bidder must identify the services the subcontractor will perform and provide all information requested, (including a budget) as it applies to both the bidder and the subcontractor(s).

A contractor is responsible for the performance of any subcontractors who are held to the same standard of quality and performance as the contractor. Raters of bid responses will consider the qualifications of both the contractor and subcontractor when making contract award recommendations.

4. In completing the bidder response, please note the following:
 - The bid response should be paginated, except for attachments
 - Font size should be 12 or larger
 - Observe restrictions on number of pages. Restrictions do not include resumes, position descriptions, organizational charts or other attachments.

BIDDER RESPONSE SECTION

1. Bidder Name: _____

2. Bidder Mailing Address: _____

Bidder E-mail Address: _____

Bidder Fax Number: _____

3. Bidder Mail Code: _____ (Identified when registering on **MAIN**. See previous page)

4. Type of Organization: (Check one). Individuals are private proprietary.

_____ private, non-profit _____ private, proprietary _____ public _____ university

5. Bidder's fiscal year begin date: _____ (day and month)

6. Bidder's representative who is the authorized negotiator for the bidder.

(Name)

(Telephone Number)

7. Statement of Intent

The bidder hereby assures that the Request for Quote has been reviewed by the organization's governing body and that body has authorized submission of a bid response; that the person identified above as "bidder's representative who is the authorized negotiator" has been authorized by the governing body to represent the organization for the purposes of the submission of a bid response and contract negotiation; and that the organization intends to provide services according to the information contained in this Request for Quote, if selected and funded to do so.

Signature of Organization
President or Director

(Date)

Typed Name of Organization
President or Director

(Date)

A. Bidder Experience/Qualifications

Provide the following information:

1. Length of time providing this or similar services
2. List locations within the state at which the bidder maintains office that will be involved in providing service.
3. List all contracts with DHS that have been in place within the past 5 years.
4. Prepare a narrative description of prior experience providing this or a similar service. Include the following information:
 - Brief description of service provided;
 - Recipient of service;
 - Dates of service provision;
 - Describe the degree of similarity between related services the bidder has provided and the services being bid;
 - Name and telephone number of a contact person for each individual or agency for whom service was provided.
5. Using Staffing Allocation and Qualifications, CM-011, (attachment A) provide the requested information for each service for which a bid response is submitted:
 - Provide position descriptions for all positions included in the price quotation. Identify the positions current staff will fill if the contract is awarded to the bidder. Identify specific experience current staff has as it pertains to the services to be provided (possession of applicable licenses, completion of applicable training or workshops, etc.) Include resumes for all current staff who will provide services if the contract is awarded to the bidder. For all positions, identify minimum requirements with regard to education, years and type of experience, training, etc.
 - Attach a salary schedule for each staff employee who will provide services as identified above. Include all automatic and/or merit pay increases individuals will be eligible to receive during the term of the contract.
 - For each position, list the number of hours and the number of weeks to be committed to the services being bid.
6. Describe your current rate of turnover, (overall and direct service) including expectations for current staff continuance, planned staff reductions or growth, and

comment regarding anticipated future turnover. Describe mechanisms in place to encourage staff retention.

7. Provide an organization chart that shows the structure that will be used to provide services if the contract is awarded. This should show who in your organization will be responsible for reporting to the DHS' Contract Administrator (CA). Please make sure position titles on the organizational chart match title designations referenced elsewhere in the bid response.

B. Work Plan (Program Implementation)

In narrative form, please describe how the bidder would implement the program described by DHS. Include the following information and identify each section by number and heading indicated below.

1. Describe the needs and strengths of the client population and how that will impact on service delivery.
2. Prepare a description of the way in which service would be provided to a client.
 - a. List each step, process, or activity a typical client would encounter in successfully completing the service (similar to a program flow chart).
3. For each process or activity, indicate how completing that process or activity would advance the client in accomplishing the general purpose of the service. Indicate the anticipated duration of service required to complete the service: hours per day, days per week, and total hours/week.

4. **Supervision**

Describe when and how staff will be supervised.

5. **Staff Allocation**

Describe the method used to determine the amount of staff time (both management and direct) needed to fulfill the terms of the service as described.

6. Explain how client will participate in identifying of needs and decision-making.
7. Once the contract is awarded, indicate how long it will be before you or your agency will be able to provide service (be specific, i.e., 30 days, 45 days, etc.) Confirm ability to provide service on the identified date.
8. How will the bidder interact with other agencies involved with the client's plan of treatment?

- . Court
- . DHS
- . Other Agencies

8. **Curriculum** - For teaching and/or training services, provide a copy of the curriculum that will be used. If not applicable to your service, enter N/A.

If the curriculum is specified in the RFQ and must be followed as outlined, indicate "Will follow required curriculum." Identify all audio-visual and/or training aids that will be used.

C. Achievement of Outcomes

1. Specify the number of clients expected to achieve the desired outcomes.
2. Identify anticipated outcomes for the services to be provided.
3. What percentage of outcomes will be achieved for clients served?

D. Availability

1. Specify normal hours of business.
2. Indicate ability and willingness to provide additional hours at other times or days if necessary.
3. Identify each location where services will be provided. Include the street address, city, and zip code for all locations. Indicate the number of miles to/from Adrian Training School.
4. Do facilities and services allow/encourage participation by clients with disabilities? That is, are training facilities accessible by wheelchair? Are restrooms accessible, etc?
5. Other - Based on DHS' description of the client population, describe any special considerations in the quotation or plans for providing services.

E. Budget Completion

Complete the following Price Quotation sheet and a Budget Statement (CM-468) and Budget Detail Sheets (CM-468A) (http://www.michigan.gov/documents/CM-468ex_15681_7.xlt) in accordance with instructions. The bidder should complete the Budget forms only for the first 12 months if the bid response is for a multi-year period.

The bidder should submit price quotation and budget in an envelope separate from the rest of the bid response.

- If the initial period of the contract is for less than 12 months, a prorated contract amount will be calculated accordingly.
- The price established and approved by DHS will be in effect for the entire period of the contract and cannot be changed during that time.

F. Budget Narrative

Use the attached Resource Grid (CM-0043), (attachment B) to provide a narrative description of all resources the bidder requires to meet the requirements of the contract. Please be as brief as possible, while including all pertinent information.

1. Itemize (without indicating actual dollar amounts) the types of employees benefits offered, the square footage of each facility, supplies, travel mileage and other resources included in your budget. Be as specific as possible and quantify all resources whenever possible.
2. If resources will be provided through another source, identify the source and type of funds to be used. All match and in-kind funding should be identified and explained.

This information will be used to determine whether or not the resources included in the price quotation are adequate to provide the services DHS wishes to purchase as stated in the RFQ. The budget narrative will be compared to the price and budget documentation for each bid response submitted by an individual specifically assigned to conduct a fiscal review.

NOTE: Do not include figures that would indicate the dollar amount of bid response or unit cost in this section. Dollar amounts should be stated in the sealed price/budget portion of your response.

BIDDER NAME:

PRICE QUOTATION

Use this form to state the price offered to DHS for the service to be provided. The price quoted is to be per unit of service as defined in the service description in the RFQ and extrapolated from the budget information provided. Please identify the service being bid, using the title as shown in the RFQ.

Service #1: Vocational/ Work Readiness Assessments

Unit Definition: One unit equals a completed battery of vocational interest and aptitude assessments for each youth.

a. Price per unit of service: \$_____/unit

Service #2 (if applicable): Job Readiness/Work Component

Unit Definition: One unit equals one hour of Contractors supervision cost for Job Readiness/ Work Component Sheltered Workshop per client.

a. Price per unit of service: \$_____/unit

Service #3 (if applicable): Trial Work Experience/Community Based

Unit Definition: One unit equals one hour of Contractor's supervision cost for Trial Work Experience Community-Based Supervision per client

a. Price per unit of service: \$_____/unit

Service #4 (if applicable): _____

Unit Definition: _____

a. Price per unit of service: \$_____/unit

Bidder: Submit this form in a separate envelope with the budget.

BIDDER RESPONSE: STAFFING ALLOCATION AND QUALIFICATIONS

Michigan Department of Human Services

Bidder Name *	
County	Type of Service

CATEGORY	POSITIONS	RATE/ HOUR	HOURS/ WEEK	# OF WEEKS	QUALIFICATIONS
**MANAGERIAL/ SUPERVISORY					
DIRECT SERVICE					
SUPPORT STAFF					

* Please provide information on staffing only for services to be provided for the request for quote/contract.

**Managerial/supervisory refers to administrative positions. If a position is both administrative and direct service, place the position in whatever category the bulk of the individual's time will be spent.

Department of Human Services (DHS) will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, height, weight, marital status, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

RESOURCE GRID
MICHIGAN DEPARTMENT OF HUMAN SERVICES

* Do not include dollar amounts.

** List any match resources your agency will be providing and the fund source of that match.

Resource	Description
Employee Fringe Benefits (FTEs by position)	
Occupancy (square feet and number of Facilities)	
Communications (fax, telephone, number of lines and phones)	
Supplies (general, program, duplicating)	
Equipment	
Local Transportation (number of miles for client transportation)	
Contractual Services	
Specific Assistance to Individuals	
Miscellaneous	

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